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JOB VACANCIES AND OVERTIME, AUSTRALIA, NOVEMBER 1990

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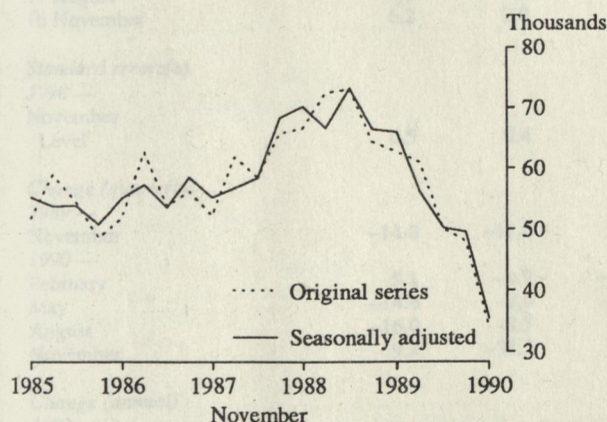
SUMMARY OF FINDINGS

Job vacancies:

The estimated number of vacancies at 16 November 1990 on a seasonally adjusted basis was 35,400, a 27.8 per cent decrease on August 1990 and a 45.6 per cent decrease on November 1989. The seasonally adjusted estimate for November 1990 is the lowest since May 1984 (34,200) and continues the decline which began in November 1988.

In original terms, November 1990 vacancies were estimated at 34,100, 29.1 per cent lower than for August 1990. The November 1990 estimate, in original terms, was the lowest since November 1983 (30,100). The largest decrease, when compared to August 1990, was recorded in Victoria (a decrease of 6,100 vacancies, or 58.2%).

JOB VACANCIES, AUSTRALIA



There were 19,400 private sector vacancies in November 1990, a fall of 40.6 per cent compared to August 1990, while public sector vacancies fell in the same period by 4.6 per cent to 14,700.

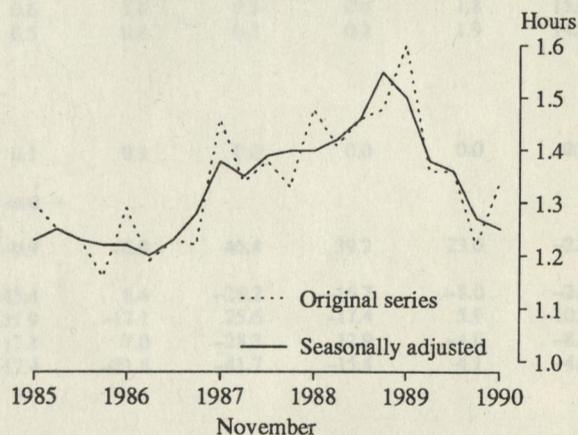
The Wholesale and retail trade industry recorded the largest decline from August 1990 with a fall of 4,500 vacancies.

The job vacancy rate for Australia fell to 0.60 per cent, compared to August 1990 (0.84%).

Overtime:

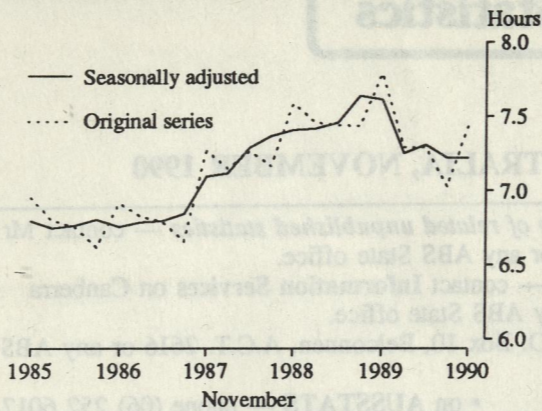
Estimated average weekly overtime hours per employee (seasonally adjusted) for November 1990 was 1.25 hours, virtually unchanged from the August 1990 estimate of 1.27 hours. In original terms, the estimate was 1.34 hours, an increase of 9.9 per cent compared to August 1990 with all the States and Territories recording increases except for Tasmania and the Australian Capital Territory. Over the year to November, there was a fall in average weekly overtime hours per employee of 16.1 per cent for Australia and 25.2 per cent for Victoria.

AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE, AUSTRALIA



On a seasonally adjusted basis, estimated average weekly overtime hours per employee working overtime in November 1990 was 7.22, the same as for August 1990. The original series for November increased 5.8 per cent from the previous quarter at the national level. At the State level, New South Wales recorded an increase of 9.5 per cent to 7.52 hours. Over the year to November, there was a fall of 4.5 per cent in average weekly hours worked per employee working overtime. The fall was most marked in Victoria (16.5%), Tasmania (9.4%) and South Australia (9.1%). There was an increase in New South Wales estimated at 6.1 per cent.

AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME, AUSTRALIA



The seasonally adjusted national estimate of the percentage of employees working overtime in November 1990 was 17.26, a marginal decrease compared to August 1990 and a decrease of 12.2 per cent on November 1989. The original series increased by 3.8 per cent compared with August 1990 but decreased 12.2 per cent compared with November 1989. Movements in the quarter for the States and Territories were varied with South Australia recording the largest increase of 16.2 per cent.

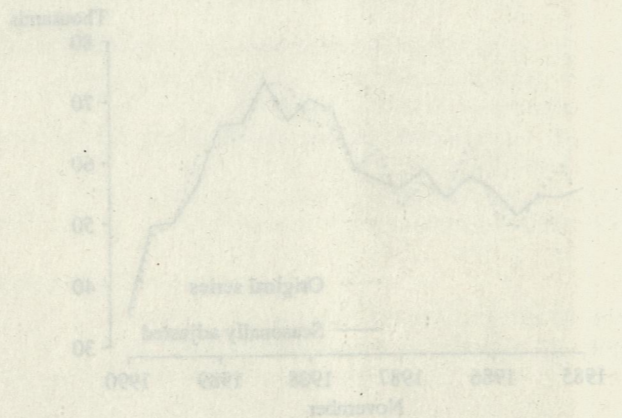
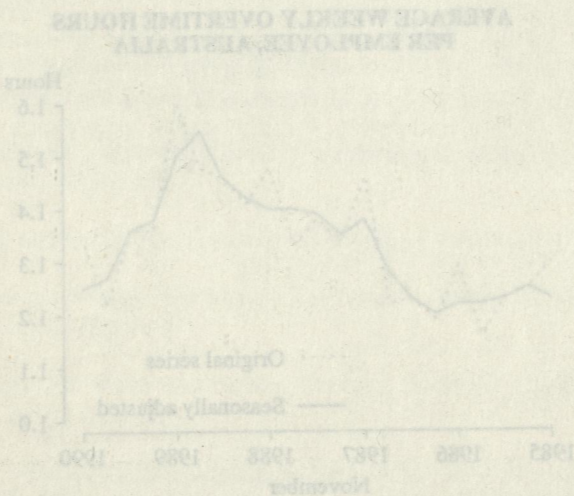
Estimated average weekly overtime hours per employee increased by 19.9 per cent in the Basic metal products industry. The Textile, clothing and footwear industry decreased by 32.5 per cent.

For employees working overtime, average weekly hours worked per employee increased by 25.8 per cent in the Construction industry and in the Basic metal products industry by 16.5 per cent.

NOTE

The statistics of Job Vacancies and Overtime are compiled from data obtained from a sample survey of employers. Refer to paragraph 2 of the Explanatory Notes (page 9) for information regarding the sampling frame used by this survey, and the possibility of future revisions.

W. McLENNAN
Acting Australian Statistician



On a seasonally adjusted basis, estimated average weekly overtime hours per employee working overtime in November 1990 was 7.22, the same as for August 1990. The original series for November increased 3.8 per cent from the previous quarter at the national level. At the State level, New South Wales recorded an increase of 9.2 per cent to 7.52 hours. Over the period November 1989 to November 1990, there was a fall of 4.2 per cent in average weekly hours worked per employee working overtime. The fall was most marked in Victoria (16.7%), Tasmania (9.4%) and South Australia (9.1%). These percentages were calculated on a basis of 1.0 per cent.

There were 19,400 private sector vacancies in November 1990, a fall of 40.6 per cent compared to August 1990, while public sector vacancies fell in the same period by 4.6 per cent to 14,700.

The Wholesale and Retail Trade industry recorded the largest increase in vacancies in November 1990 with a fall of 4,500 vacancies. The largest fall was in the Manufacturing industry with a fall of 1,500 vacancies. The job vacancy rate for Australia fell to 0.60 per cent compared to August 1990 (0.84%).

TABLE 1. TOTAL JOB VACANCIES : PRIVATE AND PUBLIC SECTORS, STATES AND TERRITORIES

Reference date	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia
PRIVATE SECTOR									
— '000 —									
1989—									
18 August	14.0	15.0	7.0	3.3	3.5	* 0.4	* 0.5	* 0.7	44.4
17 November	16.8	13.3	6.0	3.0	2.6	* 0.8	0.4	* 0.4	43.4
1990—									
16 February	16.4	* 11.8	* 5.0	* 3.3	3.4	0.8	* 0.5	* 0.9	42.0
18 May	13.2	* 9.5	* 4.7	* 2.8	1.8	* 0.5	0.2	* 0.4	33.2
17 August	15.4	7.2	* 5.3	1.5	2.1	* 0.6	* 0.4	* 0.4	32.7
16 November	9.7	2.3	* 3.6	* 1.4	1.3	* 0.4	* 0.4	* 0.3	19.4
Standard errors(a)									
1990 —									
November									
Level	1.6	0.5	0.9	0.4	0.3	0.1	0.1	0.1	2.0
Change (quarterly)									
— per cent —									
1989 —									
November	20.0	-11.2	-13.7	-9.8	-25.4	93.7	-27.3	-42.6	-2.4
1990 —									
February	-2.3	-11.5	-17.6	10.9	30.8	-6.9	29.6	110.2	-3.1
May	-20.0	-19.4	-4.3	-14.4	-46.3	-33.4	-47.6	-55.7	-21.0
August	17.2	-24.7	11.1	-48.8	13.8	11.5	55.7	6.2	-1.4
November	-36.8	-67.4	-31.6	-0.9	-37.5	-39.2	-1.2	-27.6	-40.6
Change (annual)									
1990 —									
November	-42.1	-82.5	-40.1	-51.8	-50.1	-57.9	4.5	-28.4	-55.2
PUBLIC SECTOR									
— '000 —									
1989—									
18 August	8.8	4.4	2.7	0.6	1.1	0.4	0.5	1.6	19.9
17 November	7.5	3.9	3.3	0.5	1.0	0.5	0.6	1.9	19.3
1990—									
16 February	7.9	3.7	2.8	0.7	1.1	0.4	0.5	1.8	18.9
18 May	6.7	3.6	2.3	0.5	0.9	0.5	0.4	1.9	16.9
17 August	5.6	3.3	2.3	0.6	1.0	0.3	0.4	1.8	15.4
16 November	6.2	2.0	2.8	0.5	0.8	0.2	0.3	1.9	14.7
Standard errors(a)									
1990 —									
November									
Level	0.5	0.4	0.2	0.1	0.1	0.0	0.0	0.0	0.7
Change (quarterly)									
— per cent —									
1989 —									
November	-14.8	-11.0	23.5	-9.9	-6.9	46.4	39.2	23.6	-2.9
1990 —									
February	5.1	-4.0	-15.5	43.4	8.4	-28.2	-16.7	-8.0	-2.0
May	-14.6	-2.6	-17.2	-31.9	-17.1	25.6	-17.4	5.9	-10.8
August	-16.0	-8.7	1.1	17.1	7.0	-28.3	-12.9	-4.0	-8.8
November	9.3	-38.5	20.4	-17.4	-21.8	-41.7	-15.4	4.1	-4.6
Change (annual)									
1990 —									
November	-17.6	-47.5	-14.9	-5.5	-24.8	-62.3	-49.3	-2.6	-24.0

See footnotes at end of table.

TABLE 1. TOTAL JOB VACANCIES : PRIVATE AND PUBLIC SECTORS, STATES AND TERRITORIES —continued

Reference date	Original series									Seasonally adjusted series
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
TOTAL										
— ' 000 —										
1989—										
18 August	22.8	19.3	9.6	3.9	4.6	0.8	1.0	2.3	64.3	65.8
17 November	24.3	17.2	9.3	3.5	3.6	1.4	1.0	2.3	62.7	65.2
1990—										
16 February	24.3	15.5	7.7	* 4.1	4.5	1.2	1.0	2.6	60.9	56.4
18 May	19.9	13.1	7.1	* 3.4	2.7	1.0	0.7	2.3	50.1	51.1
17 August	21.1	10.5	7.6	2.0	3.0	0.9	0.8	2.2	48.1	49.1
16 November	15.9	4.4	6.4	1.9	2.1	0.6	0.7	2.2	34.1	35.4
Standard errors(a)										
1990—										
November										
Level	1.7	0.6	0.9	0.4	0.3	0.1	0.1	0.1	2.1	(b)
Change (quarterly)										
1989—										
November	6.6	-11.1	-3.4	-9.8	-21.0	72.3	4.5	3.0	-2.5	-1.0
1990—										
February	0.0	-9.8	-16.9	15.7	24.4	-15.1	0.1	12.6	-2.8	-13.5
May	-18.3	-15.4	-8.9	-17.6	-39.1	-14.2	-31.6	-14.1	-17.8	-9.3
August	5.9	-20.3	7.8	-39.0	11.5	-7.4	11.8	-2.3	-3.9	-3.9
November	-24.4	-58.2	-15.7	-5.6	-32.4	-40.1	-8.3	-1.6	-29.1	-27.8
Change (annual)										
1990—										
November	-34.6	-74.6	-31.2	-45.1	-42.9	-59.6	-29.8	-7.1	-45.6	-45.6

(a) See paragraphs 21 to 25 of the Explanatory Notes. (b) See paragraph 22 of the Explanatory Notes.

TABLE 2. JOB VACANCY RATES, STATES AND TERRITORIES
(per cent)

Reference date	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia
1989—									
18 August	1.05	1.22	1.07	0.81	0.90	0.56	1.83	1.81	1.08
17 November	1.20	1.07	1.10	0.75	0.75	0.92	1.88	1.93	1.09
1990—									
16 February	1.18	0.97	0.89	* 0.86	0.92	0.80	1.84	2.21	1.05
18 May	0.95	0.83	0.82	* 0.70	0.56	0.69	1.30	1.90	0.86
17 August	1.03	0.67	0.89	0.44	0.63	0.66	1.40	1.88	0.84
16 November	0.78	0.29	0.77	0.40	0.43	0.40	1.28	1.82	0.60
Standard errors(a)									
1990 —									
November									
Level	0.08	0.04	0.11	0.08	0.06	0.07	0.26	0.12	0.04
Change (quarterly)									
1989 —									
November	14.2	-12.1	2.6	-8.2	-17.4	66.0	2.7	6.3	1.0
1990 —									
February	-1.3	-9.3	-19.4	14.7	23.6	-13.5	-2.4	14.7	-3.6
May	-19.4	-14.6	-7.2	-18.0	-38.9	-13.2	-29.4	-14.1	-17.7
August	8.4	-19.3	7.5	-37.8	12.8	-4.9	8.3	-0.8	-2.5
November	-24.2	-57.2	-13.5	-8.3	-32.6	-39.0	-9.0	-3.3	-28.5
Change (annual)									
1990 —									
November	-34.6	-73.2	-30.5	-46.3	-42.5	-56.5	-32.1	-5.5	-44.7

(a) See paragraphs 21 to 25 of the Explanatory Notes.

TABLE 3. JOB VACANCIES : INDUSTRY, AUSTRALIA
(‘000)

Industry	Reference date						Standard error(a)
	1989		1990				
	18 Aug.	17 Nov.	16 Feb.	18 May	17 Aug.	16 Nov.	
Manufacturing —	13.7	11.7	* 12.0	8.0	9.1	3.7	0.7
Basic and fabricated metal products, other machinery and equipment, transport equipment	6.7	5.5	* 5.7	2.3	* 2.8	* 1.7	0.5
Other manufacturing	6.9	6.2	* 6.3	* 5.7	* 6.3	1.9	0.4
Non-Manufacturing —							
Electricity, gas and water	0.7	0.7	0.6	0.5	0.7	0.4	0.0
Wholesale and retail trade	13.9	14.1	12.4	13.7	10.5	6.0	1.1
Transport and storage; Communication	* 2.2	2.3	* 2.4	* 1.1	* 1.4	* 1.0	0.3
Public administration and defence(b)	5.0	4.9	5.1	4.4	4.0	3.7	0.4
Community services	14.7	12.8	11.5	10.6	10.3	10.3	0.7
Other(c)	14.1	16.2	17.1	11.8	12.0	9.0	1.4
Total all industries	64.3	62.7	60.9	50.1	48.1	34.1	2.1

(a) Relates only to latest level estimate. See paragraphs 21 to 25 of the Explanatory Notes. (b) Excludes permanent defence forces. (c) Comprises Mining, Construction, Finance, property and business services and Recreation, personal and other services.

TABLE 4. OVERTIME : STATES AND TERRITORIES

Reference period — pay period ending on or before	Original series									Seasonally adjusted series
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE										
— hours —										
1989—										
18 August	1.42	1.60	1.47	1.28	1.70	1.07	2.01	1.08	1.48	1.55
17 November	1.43	1.89	1.41	1.42	2.00	1.41	1.86	0.92	1.60	1.49
1990—										
16 February	1.29	1.52	1.21	1.18	1.67	1.54	1.64	0.70	1.36	1.40
18 May	1.28	1.53	1.26	1.21	1.57	1.37	1.66	0.90	1.36	1.36
17 August	1.21	1.24	1.14	1.06	1.48	1.20	1.58	1.03	1.22	1.27
16 November	1.32	1.41	1.15	1.30	1.63	1.16	1.59	1.02	1.34	1.25
Standard errors(a)										
1990 —										
November										
Level	0.06	0.12	0.07	0.15	0.17	0.13	0.19	0.08	0.05	(b)
Change (quarterly)										
— per cent —										
1989 —										
November	0.7	18.4	-4.2	10.7	17.3	32.2	-7.4	-15.4	8.0	-3.7
1990 —										
February	-9.8	-19.8	-14.0	-16.8	-16.4	9.6	-11.8	-23.4	-14.6	-6.2
May	-0.9	1.1	3.4	2.7	-5.9	-11.0	0.7	28.5	0.0	-2.4
August	-5.7	-18.8	-9.5	-12.4	-5.5	-12.8	-4.4	14.2	-10.6	-6.7
November	9.5	13.5	1.1	22.6	10.0	-3.4	0.3	-1.4	9.9	-1.9
Change (annual)										
1990 —										
November	-7.6	-25.2	-18.6	-8.2	-18.2	-17.8	-14.9	10.8	-16.1	-16.2
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME										
— hours —										
1989—										
18 August	7.10	7.81	7.57	7.41	7.73	6.08	8.29	6.94	7.43	7.63
17 November	7.09	8.84	6.85	7.68	8.82	7.58	8.58	7.10	7.79	7.57
1990—										
16 February	6.99	7.88	6.88	6.68	7.66	7.63	8.55	6.03	7.29	7.29
18 May	6.95	7.94	6.95	6.76	7.84	6.77	7.89	6.29	7.29	7.32
17 August	6.87	7.21	6.67	6.61	7.96	6.83	8.54	7.24	7.03	7.22
16 November	7.52	7.38	6.85	6.97	8.97	6.86	8.49	6.68	7.44	7.22
Standard errors(a)										
1990 —										
November										
Level	0.22	0.30	0.19	0.60	0.55	0.47	0.88	0.34	0.14	(b)
Change (quarterly)										
— per cent —										
1989 —										
November	-0.1	13.1	-9.6	3.6	14.0	24.7	3.5	2.4	4.8	-0.9
1990 —										
February	-1.4	-10.8	0.5	-13.0	-13.2	0.7	-0.3	-15.1	-6.5	-3.7
May	-0.6	0.8	1.0	1.2	2.3	-11.3	-7.7	4.4	0.0	0.4
August	-1.1	-9.3	-4.0	-2.2	1.5	0.9	8.2	15.1	-3.5	-1.3
November	9.5	2.4	2.7	5.5	12.7	0.5	-0.6	-7.7	5.8	0.0
Change (annual)										
1990 —										
November	6.1	-16.5	0.1	-9.1	1.7	-9.4	-1.0	-5.9	-4.5	-4.5

See footnotes at end of table.

TABLE 4. OVERTIME : STATES AND TERRITORIES—continued

Reference period— pay period ending on or before	Original series								Seasonally adjusted series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
PERCENTAGE OF EMPLOYEES WORKING OVERTIME										
1989—										
18 August	20.03	20.42	19.49	17.26	22.02	17.53	24.29	15.63	19.88	20.23
17 November	20.21	21.37	20.63	18.45	22.64	18.58	21.74	12.91	20.48	19.66
1990—										
16 February	18.50	19.23	17.66	17.63	21.78	20.22	19.22	11.66	18.69	19.11
18 May	18.45	19.29	18.07	17.90	20.04	20.29	20.97	14.35	18.70	18.74
17 August	17.60	17.26	17.04	16.03	18.65	17.54	18.52	14.24	17.32	17.61
16 November	17.61	19.13	16.78	18.64	18.21	16.87	18.69	15.21	17.98	17.26
Standard errors(a)										
1990 —										
November										
Level	0.80	1.20	0.85	1.17	1.74	1.41	1.58	0.86	0.49	(b)
Change (quarterly)										
1989 —										
November	0.9	4.7	5.9	6.9	2.8	6.0	-10.5	-17.4	3.0	-2.8
1990 —										
February	-8.5	-10.0	-14.4	-4.5	-3.8	8.8	-11.6	-9.7	-8.7	-2.8
May	-0.2	0.3	2.4	1.5	-8.0	0.4	9.1	23.1	0.0	-1.9
August	-4.6	-10.5	-5.7	-10.4	-6.9	-13.5	-11.7	-0.7	-7.3	-6.1
November	0.1	10.8	-1.5	16.2	-2.4	-3.8	0.9	6.8	3.8	-2.0
Change (annual)										
1990 —										
November	-12.9	-10.5	-18.7	1.0	-19.6	-9.2	-14.0	17.8	-12.2	-12.2

(a) See paragraphs 21 to 25 of the Explanatory Notes. (b) See paragraph 22 of the Explanatory Notes.

TABLE 5. AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE : MANUFACTURING

Reference period— pay period ending on or before	Original series								Seasonally adjusted series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
— hours —										
1989—										
18 August	3.21	3.41	2.76	2.85	2.80	2.03	3.05	2.19	3.13	3.36
17 November	3.48	4.66	2.65	2.97	3.39	2.68	3.44	1.33	3.71	3.39
1990—										
16 February	2.97	3.46	2.50	2.66	3.10	2.94	2.95	1.46	3.05	3.10
18 May	2.76	3.48	2.50	2.74	3.20	2.44	3.21	1.49	3.00	3.04
17 August	2.56	2.70	2.08	2.12	2.96	2.19	2.75	1.54	2.52	2.70
16 November	3.14	2.58	2.34	2.45	2.45	2.04	2.37	2.27	2.69	2.45
Standard errors(a)										
1990 —										
November										
Level	0.28	0.17	0.27	0.22	0.59	0.27	0.30	0.32	0.12	(b)
Change (quarterly)										
1989 —										
November	8.7	36.9	-4.0	4.3	21.0	32.3	13.1	-39.1	18.7	0.7
1990 —										
February	-14.6	-25.9	-5.4	-10.7	-8.5	9.9	-14.5	9.6	-17.8	-8.5
May	-7.2	0.6	-0.3	3.1	3.2	-17.1	8.9	2.2	-1.8	-2.1
August	-7.2	-22.4	-16.6	-22.4	-7.6	-10.4	-14.2	3.4	-16.1	-11.0
November	22.5	-4.3	12.4	15.4	-17.0	-6.9	-14.0	47.2	6.8	-9.4
Change (annual)										
1990 —										
November	-9.9	-44.7	-11.6	-17.5	-27.6	-24.0	-31.3	70.7	-27.6	-27.7

(a) See paragraphs 21 to 25 of the Explanatory Notes. (b) See paragraph 22 of the Explanatory Notes.

TABLE 6. OVERTIME : INDUSTRY, AUSTRALIA

	Reference period - pay period ending on or before						Standard error(a)
Industry	1989		1990				
	18 Aug.	17 Nov.	16 Feb.	18 May	17 Aug.	16 Nov.	
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE							
Mining	5.84	5.92	5.70	5.55	5.44	5.25	0.68
Manufacturing	3.13	3.71	3.05	3.00	2.52	2.69	0.12
Food,beverages and tobacco	2.82	3.42	3.06	2.67	2.77	3.25	0.40
Textiles; Clothing and footwear	2.59	3.86	3.21	* 3.29	2.83	1.91	0.30
Paper, paper products, printing and publishing	2.00	2.36	2.05	2.05	1.54	1.84	0.30
Chemical, petroleum and coal products	2.81	3.10	3.12	2.71	2.57	2.74	0.28
Basic metal products	5.04	4.93	4.68	4.79	4.23	5.07	0.24
Fabricated metal products; Other machinery and equipment	3.28	3.99	3.01	2.89	2.38	2.41	0.28
Transport equipment	4.05	4.15	3.00	3.28	2.34	1.95	0.19
Other manufacturing	3.21	3.72	2.88	3.06	2.30	2.76	0.29
Electricity, gas and water	1.90	1.85	2.11	2.12	2.10	1.99	0.02
Construction	2.99	2.96	2.68	2.62	2.52	3.45	0.61
Wholesale trade	1.23	1.41	1.30	1.50	1.07	1.04	0.11
Retail trade	0.73	0.77	0.66	0.79	0.76	0.81	0.07
Transport and storage; Communication	3.06	2.82	2.25	2.11	2.10	2.55	0.13
Public administration and defence(b)	0.82	0.87	0.96	0.92	0.84	0.84	0.07
Community services	0.40	0.39	0.39	0.45	0.42	0.42	0.02
Other(c)	0.68	0.70	0.55	0.58	0.53	0.53	0.07
All industries	1.48	1.60	1.36	1.36	1.22	1.34	0.05
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME							
Mining	11.81	11.51	10.84	10.56	10.56	11.38	0.90
Manufacturing	8.38	9.25	8.39	8.79	8.08	8.23	0.25
Food,beverages and tobacco	7.32	8.41	8.03	8.09	7.68	8.26	0.72
Textiles; Clothing and footwear	8.52	11.33	10.08	11.75	9.82	8.35	0.98
Paper, paper products, printing and publishing	7.24	8.06	7.53	8.06	6.39	7.00	0.76
Chemical, petroleum and coal products	8.13	8.85	9.57	8.82	8.78	9.01	0.35
Basic metal products	10.24	10.52	9.64	9.77	9.23	10.75	0.28
Fabricated metal products; Other machinery and equipment	8.21	9.28	8.11	7.88	7.79	7.36	0.49
Transport equipment	9.31	9.31	7.65	8.58	7.78	7.25	0.42
Other manufacturing	8.82	8.99	8.17	9.43	8.31	8.68	0.64
Electricity, gas and water	7.57	7.40	7.70	7.85	8.08	7.91	0.07
Construction	9.01	9.50	8.66	8.41	8.52	10.72	0.68
Wholesale trade	6.28	7.04	7.04	7.70	6.80	6.25	0.30
Retail trade	4.59	4.54	4.17	4.66	4.60	4.96	0.25
Transport and storage; Communication	8.72	8.98	7.96	7.40	7.53	8.27	0.22
Public administration and defence(b)	5.72	6.04	6.54	5.76	5.73	5.62	0.32
Community services	6.20	5.94	6.16	6.12	6.03	5.96	0.23
Other(c)	5.80	5.65	5.49	5.39	5.48	5.70	0.33
All industries	7.43	7.79	7.29	7.29	7.03	7.44	0.14
PERCENTAGE OF EMPLOYEES WORKING OVERTIME							
Mining	49.42	51.45	52.63	52.62	51.50	46.12	3.17
Manufacturing	37.32	40.15	36.39	34.14	31.14	32.68	1.32
Food,beverages and tobacco	38.48	40.63	38.15	32.94	36.07	39.35	5.07
Textiles; Clothing and footwear	30.41	34.11	31.83	27.99	28.80	22.86	3.40
Paper, paper products, printing and publishing	27.63	29.28	27.28	25.42	24.19	26.33	2.17
Chemical, petroleum and coal products	34.59	35.03	32.60	30.74	29.30	30.39	2.36
Basic metal products	49.20	46.89	48.52	49.02	45.86	47.19	1.31
Fabricated metal products; Other machinery and equipment	39.97	43.00	37.10	36.74	30.60	32.79	3.16
Transport equipment	43.51	44.53	39.20	38.21	30.04	26.94	1.37
Other manufacturing	36.44	41.36	35.33	32.49	27.73	31.83	2.73
Electricity, gas and water	25.10	25.00	27.41	26.97	25.97	25.14	0.30
Construction	33.15	31.12	30.98	31.19	29.51	32.24	5.24
Wholesale trade	19.62	19.97	18.43	19.43	15.78	16.67	1.55
Retail trade	16.00	17.01	15.73	17.05	16.55	16.26	1.14
Transport and storage; Communication	35.13	31.38	28.23	28.55	27.88	30.79	1.17
Public administration and defence(b)	14.31	14.46	14.74	15.94	14.61	15.02	0.99
Community services	6.48	6.50	6.40	7.37	7.02	7.12	0.31
Other(c)	11.67	12.46	10.06	10.67	9.65	9.28	1.14
All industries	19.88	20.48	18.69	18.70	17.32	17.98	0.49

(a) Relates only to latest level estimate. See paragraphs 21 to 25 of the Explanatory Notes. (b) Excludes permanent defence forces. (c) Comprises Finance, property and business services and Recreation, personal and other services.

EXPLANATORY NOTES

Introduction

This survey contains estimates of job vacancies and overtime for November 1990 based on information obtained from a sample survey of employers.

Coverage adjustment

2. This survey uses as its sampling frame the ABS's register of businesses which is regularly updated to take account of new businesses and businesses ceasing operation. A major source of information on new businesses is group employer (GE) registrations with the Australian Tax Office. The ABS is developing an improved computerised system which will reduce the delay in new businesses from this source being recorded on the register, while at the same time undertaking an analysis to identify businesses which have been omitted from the register in the past. During the time these improvements to the register are being implemented, it has been necessary to temporarily suspend updating the register from GE registrations. The effect is that the survey will not represent new GE businesses in the period June to December 1990. The non-representation of these new units would have a major effect on the overtime estimates only if the overtime worked by employees of such units is significantly different from that of the rest of the population. This is considered unlikely. Also it is difficult to assess the impact on the estimate of job vacancies caused by the creation of new units. Consequently it has not been considered appropriate to make any adjustments to the estimates in this publication. However, when the improvements to the business register have been completed in 1991 the series in this publication for the period June to December 1990 will be reassessed using information that will then be available concerning new GE businesses. If necessary, revisions will be made to the data at that time.

Scope of the survey

3. All wage and salary earners who received pay for the reference period are represented in the survey, except:

- (a) members of the Australian permanent defence forces;
- (b) employees of enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- (c) employees in private households employing staff;
- (d) employees of overseas embassies, consulates, etc.;
- (e) employees based outside Australia;
- (f) employees on workers' compensation who are not paid through the payroll.

4. Also excluded are the following persons who are not regarded as employees for the purposes of this survey:

- (a) directors who are not paid a salary;

- (b) proprietors/partners of unincorporated businesses;

- (c) self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

5. All vacancies (as defined in paragraph 9 below) for wage and salary earners are represented in the survey, except those:

- (a) in the Australian permanent defence forces;
- (b) in enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- (c) in private households employing staff;
- (d) in overseas embassies, consulates, etc.;
- (e) located outside Australia.

Definitions

6. *Average hours of overtime per employee* is calculated by dividing total overtime hours paid for in a particular group by the total number of employees in the same group (including those who were not paid for any overtime).

7. *Average hours of overtime per employee working overtime* is calculated by dividing total overtime hours paid for in a particular group (e.g. industry, State or Territory) by the number of employees who were paid for overtime in the same group.

8. *Employees* refers to all wage and salary earners (as defined in paragraphs 3 and 4 above) who received pay for any part of the reference period.

9. A *job vacancy* is a job available for immediate filling on the survey reference date and for which recruitment action had been taken. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying public or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or organisation. Excluded are jobs available only to persons already employed by the enterprise or organisation. This point is particularly relevant to the Australian Public Service and the Public Services of each of the States and the Territories.

Excluded are vacancies:

- (a) of less than one day's duration;
- (b) to be filled by persons already hired, or by promotion or transfer of existing employees;
- (c) to be filled by employees returning from paid or unpaid leave or after industrial dispute(s);

- (d) not available for immediate filling on the survey reference date;
- (e) not available within the particular State or Territory to which the return relates;
- (f) for work to be carried out under contract;
- (g) for which no effort is being made to fill the position.

10. The *job vacancy* rate is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.

11. *Overtime* is time worked in excess of award, standard or agreed hours of work for which payment is received. Excluded is any overtime for which employees would not receive payment, e.g. unpaid overtime worked by managerial, executive, etc. staff, normal shiftwork and standard hours paid for at penalty rates.

12. *Overtime hours* represent the number of hours of overtime paid for. Respondents are instructed not to convert overtime hours to their ordinary time equivalent. For example, 100 hours of overtime paid for at time and a half and 20 hours at double time would be counted as 120 hours, not 190.

13. *Reference date* for the survey is the third Friday of the middle month of the quarter. The reference date for the current survey is 16 November 1990.

14. *Reference period* for the survey refers to the last pay period ending on or before the reference date.

15. *Sector*. Public sector includes all local government authorities and government departments, agencies and authorities created by, or reporting to the Commonwealth and State Parliaments. All remaining employees are classified as private sector.

Survey design

16. A sample of approximately 3,800 employers is selected from the ABS register of businesses to ensure adequate State and industry representation. The sample is updated each quarter to take account of new businesses, those which have ceased operation and structural changes such as takeovers and mergers. The statistical unit for the survey comprises all activities of an enterprise in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise has significant employment in more than one industry, a separate statistical unit is created for each industry. The statistical units are stratified by State, industry and size of employment and a simple random sample is selected from each stratum.

Historical series

17. The series were introduced in November 1983. They replaced the job vacancies and overtime series based on information from a sample of employers registered to pay

payroll tax and from government organisations. Estimates contained in this publication are not strictly comparable with those obtained prior to November 1983.

Seasonal Adjustment

18. Seasonally adjusted series are published for national estimates in Tables 1, 4 and 5. Seasonal adjustment is a means of removing the estimated effects of normal seasonal variation from the series so that the effects of other influences can be more clearly recognized. Seasonal adjustment does not remove the irregular or non-seasonal influences which may be present in any particular period. Volatile or unsystematic influences may still affect the interpretation of movement in the series, even after adjustment for seasonal variation.

19. Seasonally adjusted data for periods back to November 1983 are available on request for those adjusted series contained in this publication. Seasonally adjusted estimates for the Manufacturing industry and some Mining industry series are also available on request back to November 1983. The seasonal factors used in compiling these series are revised annually to take account of each year's original data.

20. Details about the method of seasonal adjustment of these series are available from the Assistant Director, Time Series Analysis, telephone (06) 252 6103.

Reliability of estimates

21. As the estimates in this publication are based on information relating to a sample of employers rather than a full enumeration, they are subject to sampling variability. That is, they may differ from the figures that would have been produced if the information had been obtained from all employers. This difference, called sampling error, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents or in processing by the ABS. Such inaccuracy is referred to as non-sampling error and may occur in any enumeration, whether it be a full count or sample. Efforts have been made to reduce non-sampling error by careful design of questionnaires, detailed checking of returns and quality control of processing.

22. The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the standard error which indicates the degree to which an estimate may vary from the value that would have been obtained from a full enumeration (the 'true' figure). There are about two chances in three that a sample estimate differs from the true value by less than one standard error, and about nineteen chances in twenty that the difference will be less than two standard errors. Seasonally adjusted estimates have a standard error similar to those applying to original series.

23. An example of the use of a standard error is as follows. If the estimated number of job vacancies was 55,000 with a standard error of 3,000, then there would be about two chances in three that a full enumeration would have given a figure in the range 52,000 to 58,000.